

COVID-19 Vaccines:

Your best shot against
COVID-19.

COVID-19 Vaccine Portal User Guide

Version 19

Last Updated September 16, 2021





If you have any questions, please call us:

COVID-19 Vaccine Help Center
(888) 675-4567

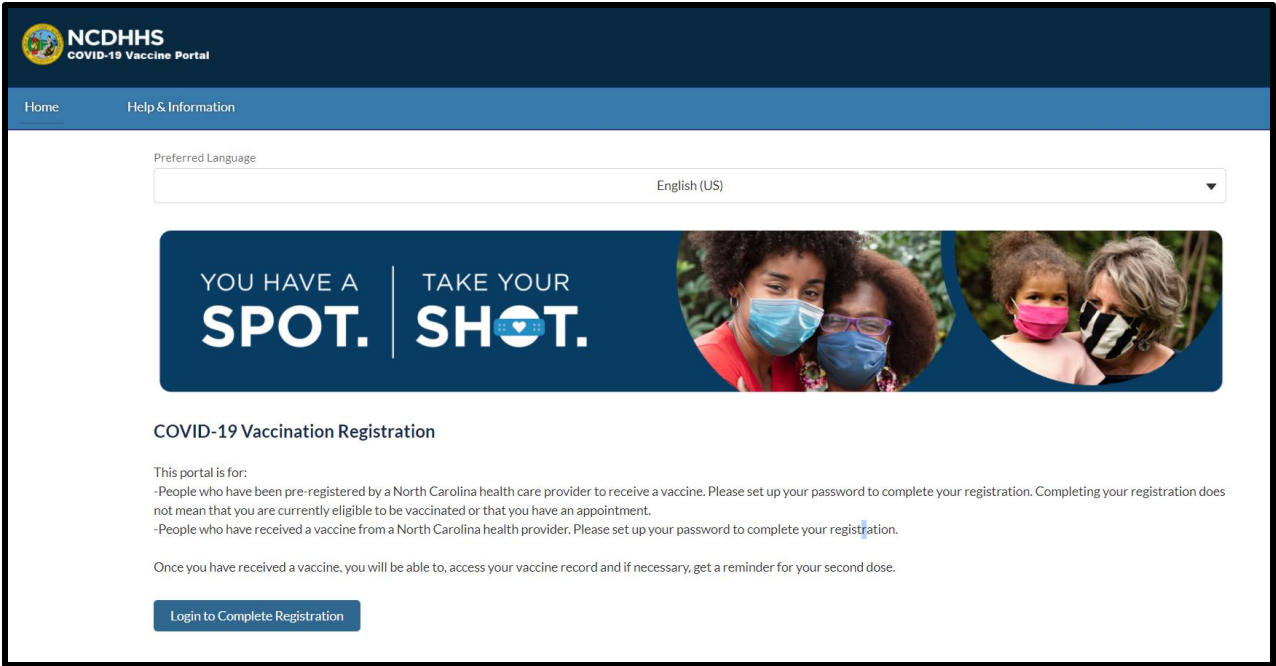
Monday to Friday: 7 am – 7 pm
Saturday & Sunday: 8 am – 4 pm

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Portal Overview

Overview



Please use the latest version of Chrome, Edge Chromium, Firefox, or Safari browsers (Internet Explorer or older versions of Edge (non-Chromium) browsers are not supported).

The COVID-19 Vaccine Portal is where you register for the COVID-19 vaccine in North Carolina and / or view your COVID-19 vaccine information.

You may be invited by an authorized organization such as your employer or your Healthcare Provider to complete the registration process through the COVID-19 Vaccine Portal. You can also receive an invitation by registering for your appointment at <https://vaccines.gov>.

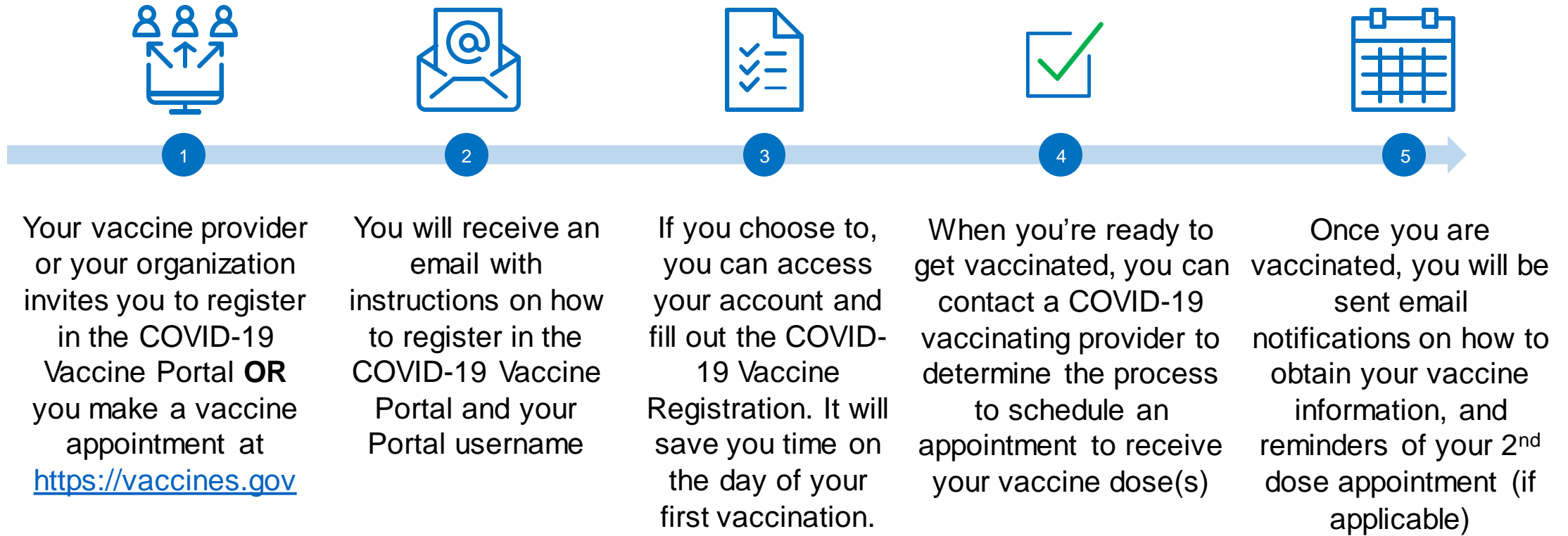
In this guide, you will learn how to:

1. Complete the COVID-19 Vaccine Registration
2. Update your personal details, if needed
3. View your vaccine information after receiving your COVID-19 vaccine

The link to the COVID-19 Vaccine Portal is <https://covid-vaccine-portal.ncdhhs.gov>

Now, let's get started!

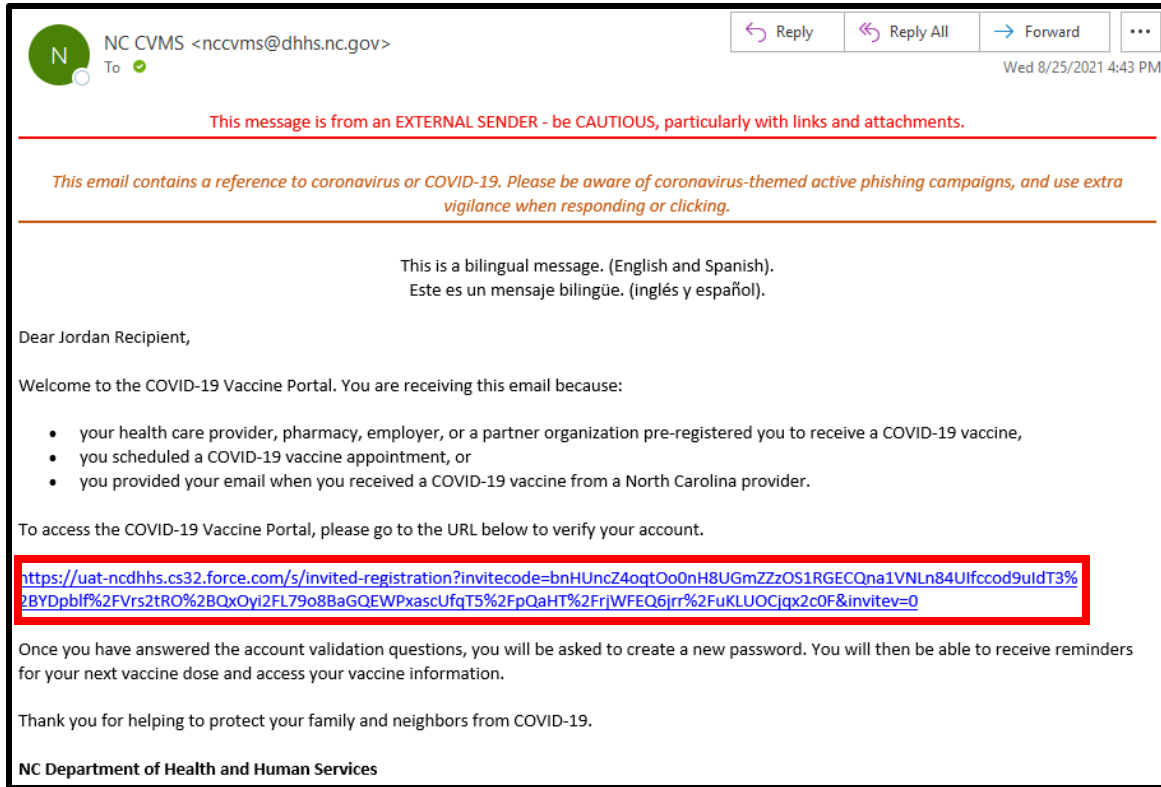
COVID-19 Vaccine Portal Overview



Note: If you are unable to register by yourself, you can contact a participating COVID-19 vaccinating provider to register you in the COVID-19 Vaccine Portal prior to receiving the COVID-19 vaccine. You can go to <https://covid19.ncdhhs.gov/findyourspot> to find participating COVID-19 vaccinating providers.

First Time Logging In to the COVID-19 Vaccine Portal

Step 1 of 3: Locate the email invitation to the COVID-19 Vaccine Portal



Depending on how you were loaded you into the system, you may be sent an email directing you to a set of challenge questions before creating your password to the COVID-19 Vaccine Portal. **If you received a welcome email and did not receive an email asking you to verify your account, click on the link in the welcome email you received and skip to STEP 3 in this section.**

The email will come from:

Vaccine Management System nccvms@dhhs.nc.gov

Email Subject: Welcome to the North Carolina COVID-19 Vaccine Portal

This EMAIL CONTAINS A LINK TO COMPLETE YOUR CHALLENGE QUESTIONS BEFORE SETUP OF YOUR PASSWORD. Your **COVID-19 Vaccine Portal USERNAME** is listed in the email.

Quick Tip:

If you do not have a valid email address or do not want to register, you can contact any participating COVID-19 vaccinating provider to schedule an appointment for a COVID-19 vaccine. Go to <https://covid19.ncdhhs.gov/findyourspot> to see a list of vaccinating providers.

1. Click the **LINK** in the email
2. The link will direct you to the Challenge Questions, which will ensure that your health information can only be accessed by you and the intended recipient

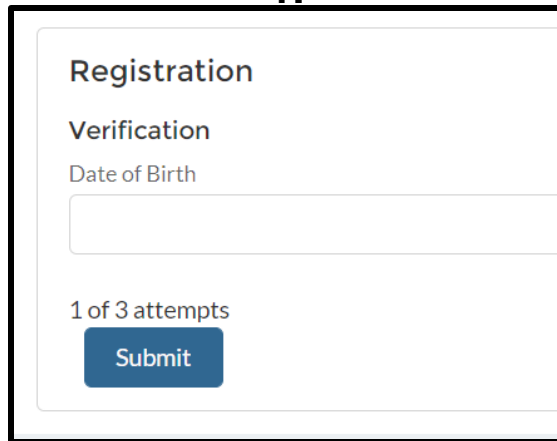
Step 2 of 3: Answer the challenge questions for the COVID-19 Vaccine Portal

From the Challenge Questions Page, you will be presented with a set of challenge questions based on data already collected in the COVID-19 Vaccine Management System (CVMS).

1. If your account was created but you have not yet completed your registration, you will be asked to enter your **Date Of Birth**
2. If you have already received a COVID-19 vaccination dose, you will be asked to enter your **Date Of Birth, select the appointment location, and select the vaccine manufacturer of your COVID-19 vaccination dose**
3. If you have scheduled an appointment but have **NOT YET** received a dose, you will be asked to enter your **Date Of Birth, enter your appointment date, and select your appointment location**
4. When all questions are answered, click **SUBMIT**

NOTE: All challenge questions must be answered correctly in order to proceed. After 3 unsuccessful attempts to enter in the correct answers, you will receive an error message and will prompted to contact the COVID-19 Vaccine Help Center to gain access.

1.



Registration

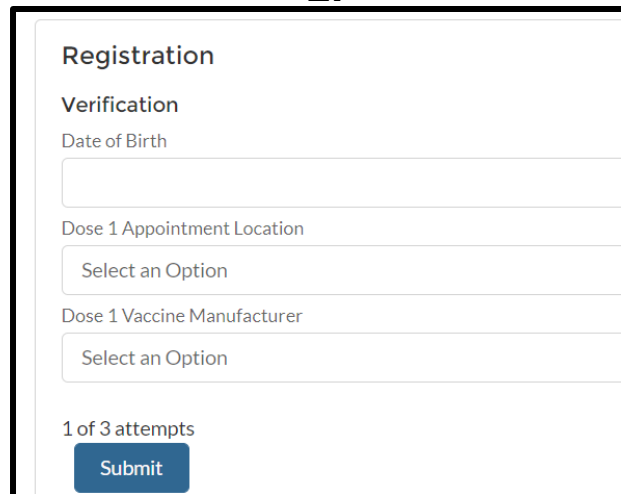
Verification

Date of Birth

1 of 3 attempts

Submit

2.



Registration

Verification

Date of Birth

Dose 1 Appointment Location

Select an Option

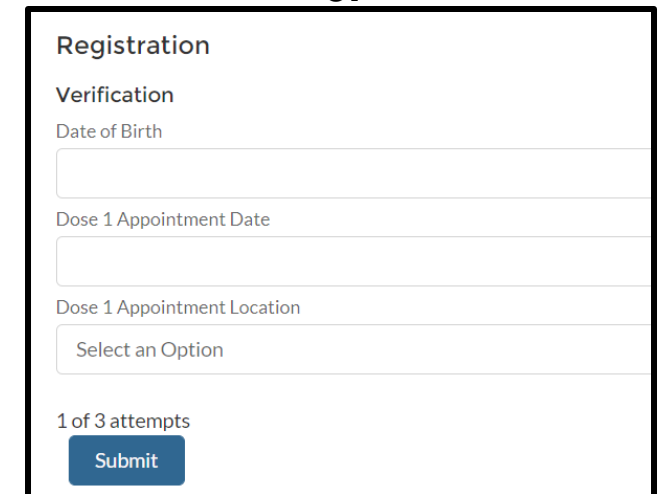
Dose 1 Vaccine Manufacturer

Select an Option

1 of 3 attempts

Submit

3.



Registration

Verification

Date of Birth

Dose 1 Appointment Date

Dose 1 Appointment Location

Select an Option

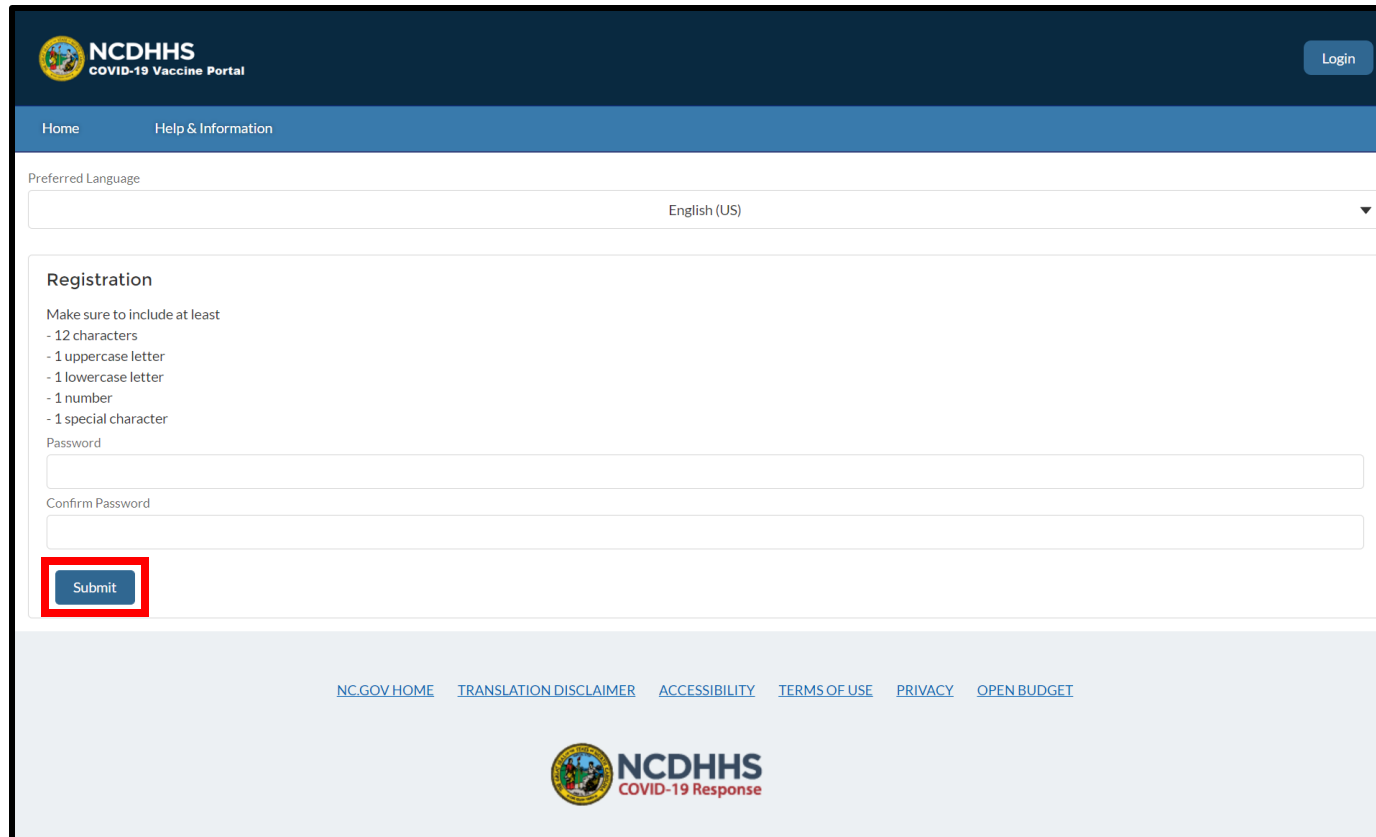
1 of 3 attempts

Submit

Step 3 of 3: Create your COVID-19 Vaccine Portal Password

Next, you will be directed to create a password for your COVID-19 Vaccine Portal account.

1. Type your desired password in both fields, being sure to meet all the listed password requirements
2. Click **SUBMIT**
3. You will now be able to log in to the COVID-19 Vaccine Portal Homepage, using the username from the welcome email and your newly created password



The screenshot shows the NCDHHS COVID-19 Vaccine Portal registration page. At the top, there is a dark blue header with the NCDHHS logo and the text "COVID-19 Vaccine Portal". A "Login" button is in the top right corner. Below the header is a navigation bar with "Home" and "Help & Information" links. The main content area has a "Preferred Language" dropdown menu set to "English (US)". Below this is a "Registration" section with the following instructions: "Make sure to include at least" followed by a list: "- 12 characters", "- 1 uppercase letter", "- 1 lowercase letter", "- 1 number", and "- 1 special character". There are two password input fields labeled "Password" and "Confirm Password". A red rectangle highlights the "Submit" button at the bottom of the registration section. At the bottom of the page, there is a footer with links: "NC.GOV/HOME", "TRANSLATION DISCLAIMER", "ACCESSIBILITY", "TERMS OF USE", "PRIVACY", and "OPEN BUDGET". The NCDHHS COVID-19 Response logo is also in the footer.

Log in to the COVID-19 Vaccine Portal

Step 1 of 4: Log in to the COVID-19 Vaccine Portal

After successfully creating your password, you will then be able to log in to the COVID-19 Vaccine Portal at any time.

1. From the Login screen, click **LOGIN TO COMPLETE REGISTRATION** or **LOGIN**
2. The Login page will appear

NCDHHS
COVID-19 Vaccine Portal

Home Help & Information

Preferred Language
English (US)

YOU HAVE A SPOT. TAKE YOUR SHOT.

COVID-19 Vaccination Registration

This portal is for:

- People who have been pre-registered by a North Carolina health care provider to receive a vaccine. Please set up your password to complete your registration. Completing your registration does not mean that you are currently eligible to be vaccinated or that you have an appointment.
- People who have received a vaccine from a North Carolina health provider. Please set up your password to complete your registration.

Once you have received a vaccine, you will be able to, access your vaccine record and if necessary, get a reminder for your second dose.

Login to Complete Registration

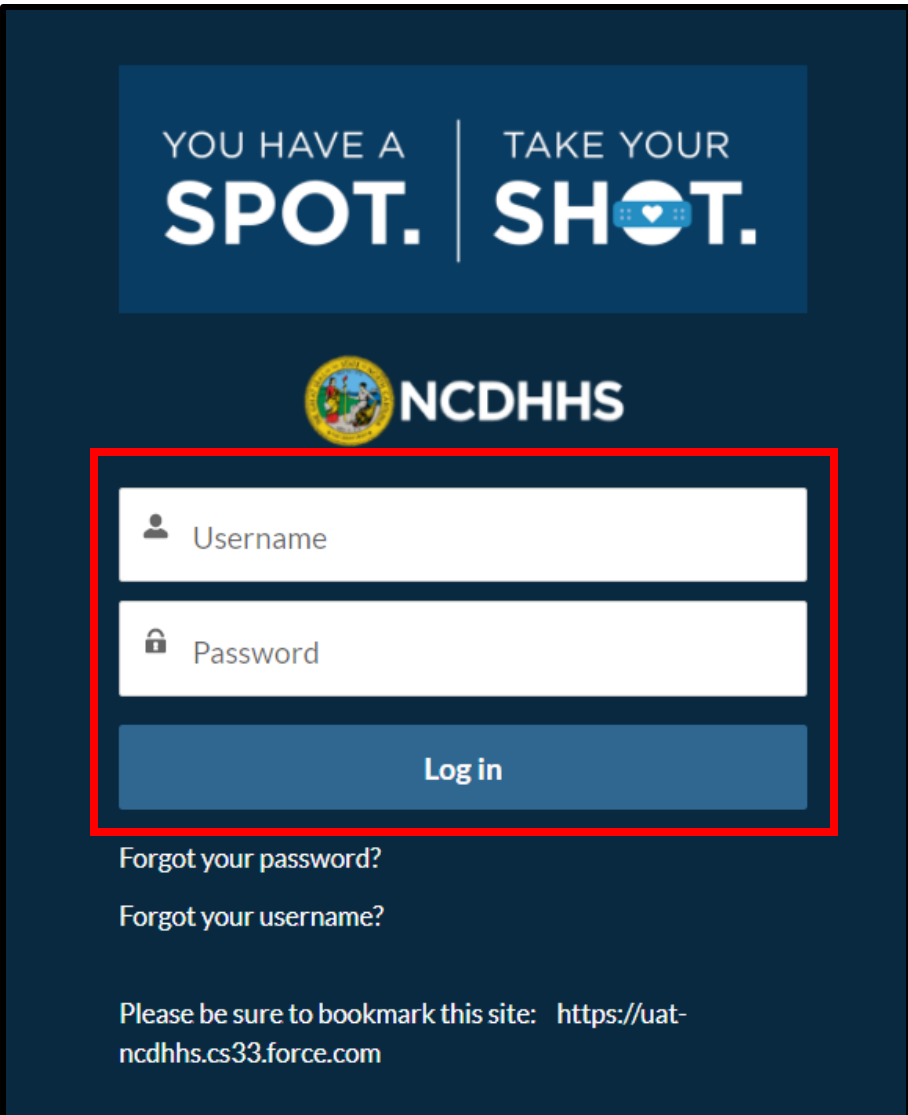
Step 2 of 4: Enter Username and Password

1. On the Login page, enter your **USERNAME** and **PASSWORD**
2. Click **LOGIN**


Quick Tip:


Refer to your email from *Vaccine Management System* for your username.


Your COVID-19 Vaccine Portal username is unique. It will typically have **.covid19vaccine** added to the end of the email address that was provided when your account was created.



YOU HAVE A **SPOT.** | TAKE YOUR **SHOT.**

 **NCDHHS**

 Username

 Password

Log in

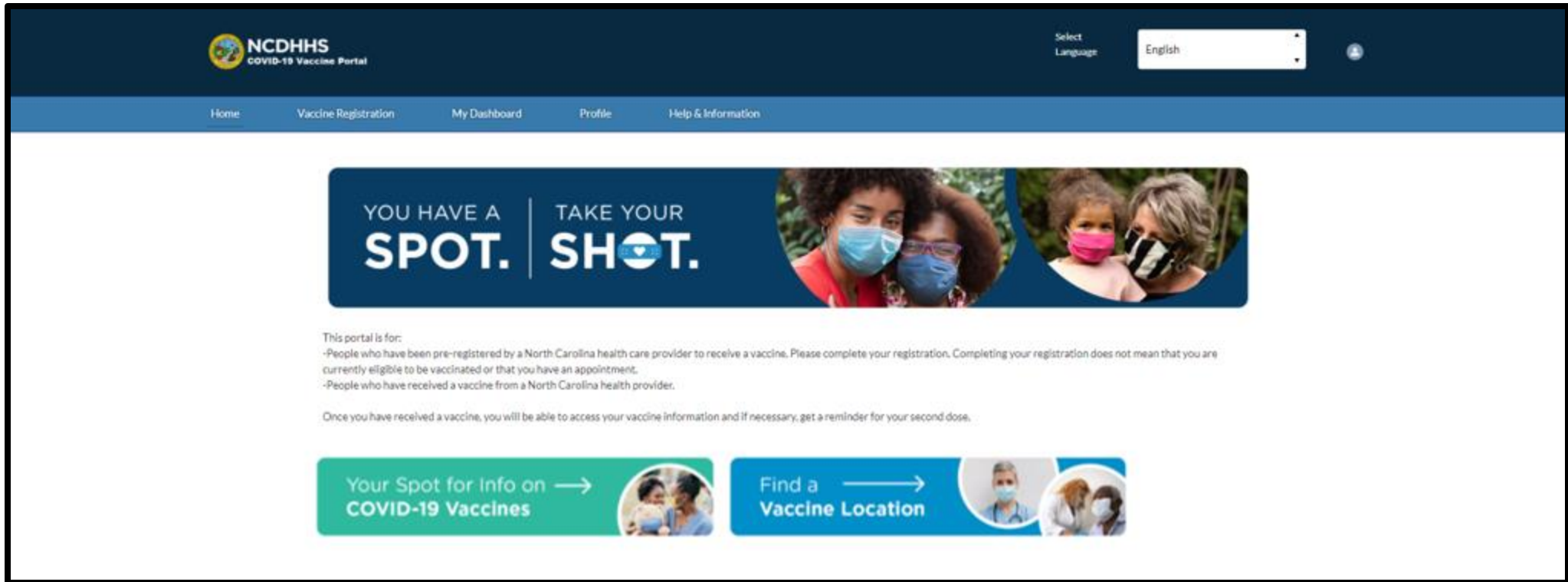
[Forgot your password?](#)

[Forgot your username?](#)

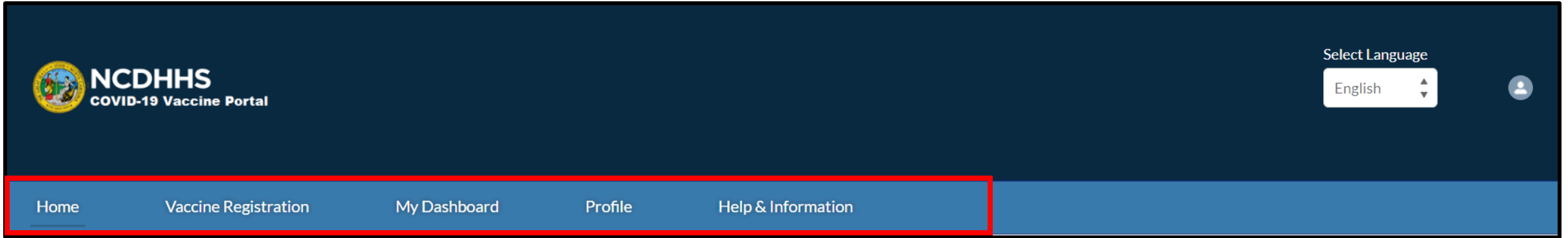
Please be sure to bookmark this site: <https://uat-ncdhhs.cs33.force.com>

Step 3 of 4: View the Homepage

1. After logging in, the **COVID-19 Vaccine Portal HOMEPAGE** appears



Step 4 of 4: View the COVID-19 Vaccine Portal Tabs



In the COVID-19 Vaccine Portal, **TABS** help you navigate between pages.

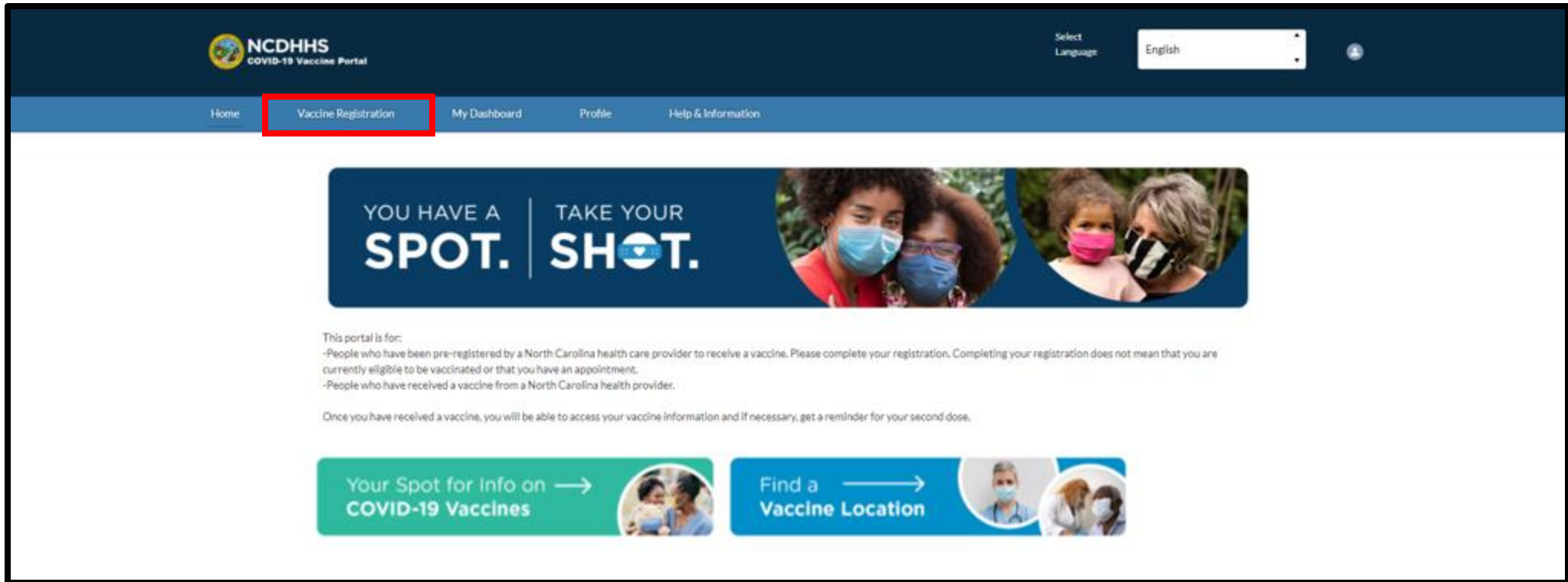
1. Use the **HOME** tab to return to the Homepage
2. Use the **VACCINE REGISTRATION** tab to register for the COVID-19 vaccine.
 - You can only register once, after registration is complete, refer to the **Update COVID-19 Vaccine Registration** section in this training guide.
 - For initial registration, refer to the **Register for the COVID-19 Vaccine Portal** section.
3. Use the **MY DASHBOARD** tab to view your Appointments and your vaccine information
4. Use the **PROFILE** tab to update your personal information
5. Use the **HELP & INFORMATION** tab for Frequently Asked Questions and Support information

Register for the COVID-19 Vaccine

Step 1 of 5: Complete the COVID-19 Vaccine Registration

After creating your password and logging in, you will be able to register for the COVID-19 vaccine if you are not already registered.

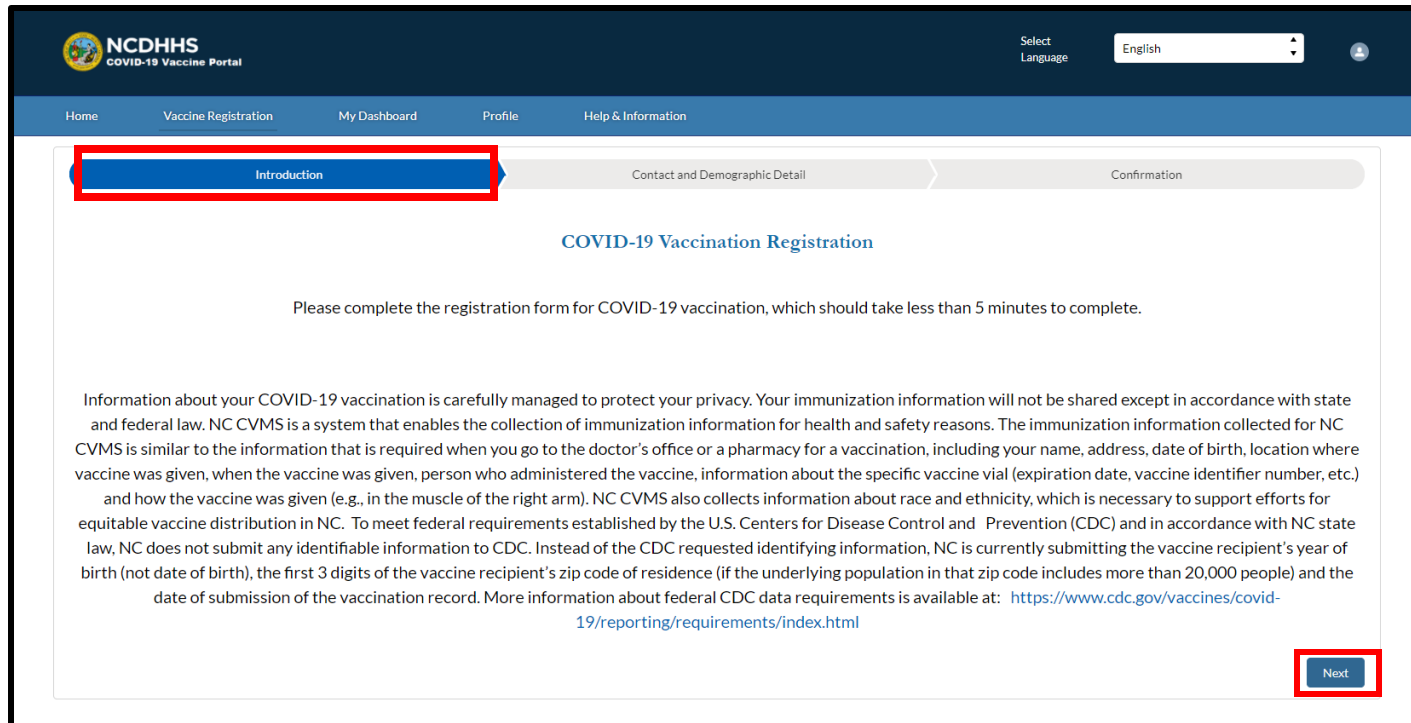
1. From the Home Page, click the **VACCINE REGISTRATION** tab



Step 2 of 5: Begin COVID-19 Vaccine Registration

After clicking the Vaccine Registration tab, the COVID-19 Vaccine Registration form appears. You must complete the registration to receive your registration confirmation. **The COVID-19 Vaccine Registration must be completed either by you in the COVID-19 Vaccine Portal prior to your first dose appointment or by the participating COVID-19 vaccinating provider on your behalf at the time of your first dose appointment for you to receive the COVID-19 vaccine. If your appointment was made using the online scheduling feature, you may already be registered.**

1. **READ** the statement before starting the Vaccine Registration process
2. Click **NEXT** to continue the Vaccine Registration process



The screenshot shows the NCDHHS COVID-19 Vaccine Portal. The header includes the NCDHHS logo, the text "COVID-19 Vaccine Portal", a language selector set to "English", and a user icon. The navigation bar has links for Home, Vaccine Registration, My Dashboard, Profile, and Help & Information. Below the navigation bar, a progress bar shows three steps: "Introduction" (highlighted with a red box), "Contact and Demographic Detail", and "Confirmation". The main content area is titled "COVID-19 Vaccination Registration" and contains a paragraph: "Please complete the registration form for COVID-19 vaccination, which should take less than 5 minutes to complete." Below this is a detailed privacy statement about the NC CVMS system. At the bottom right, a "Next" button is highlighted with a red box.

NCDHHS
COVID-19 Vaccine Portal

Select Language: English

Home Vaccine Registration My Dashboard Profile Help & Information

Introduction Contact and Demographic Detail Confirmation

COVID-19 Vaccination Registration

Please complete the registration form for COVID-19 vaccination, which should take less than 5 minutes to complete.

Information about your COVID-19 vaccination is carefully managed to protect your privacy. Your immunization information will not be shared except in accordance with state and federal law. NC CVMS is a system that enables the collection of immunization information for health and safety reasons. The immunization information collected for NC CVMS is similar to the information that is required when you go to the doctor's office or a pharmacy for a vaccination, including your name, address, date of birth, location where vaccine was given, when the vaccine was given, person who administered the vaccine, information about the specific vaccine vial (expiration date, vaccine identifier number, etc.) and how the vaccine was given (e.g., in the muscle of the right arm). NC CVMS also collects information about race and ethnicity, which is necessary to support efforts for equitable vaccine distribution in NC. To meet federal requirements established by the U.S. Centers for Disease Control and Prevention (CDC) and in accordance with NC state law, NC does not submit any identifiable information to CDC. Instead of the CDC requested identifying information, NC is currently submitting the vaccine recipient's year of birth (not date of birth), the first 3 digits of the vaccine recipient's zip code of residence (if the underlying population in that zip code includes more than 20,000 people) and the date of submission of the vaccination record. More information about federal CDC data requirements is available at: <https://www.cdc.gov/vaccines/covid-19/reporting/requirements/index.html>

Next

Step 3 of 5: Enter Your Contact and Demographic Details

You will first enter your **CONTACT AND DEMOGRAPHIC DETAILS**.

1. Enter **ALL REQUIRED FIELDS**
2. Answer the **REQUIRED QUESTION** at the bottom of the page
3. Click **NEXT** at the bottom of the page

The screenshot shows the 'Contact and Demographic Detail' form in the NCDHHS COVID-19 Vaccine Portal. The form is divided into three sections: Introduction, Contact and Demographic Detail (active), and Confirmation. A red box highlights the instruction: 'Please provide the information below. Items with a * are required.' The form contains the following fields:

- * First Name: John
- Middle Name: (empty)
- * Last Name: Appleseed
- * Address Line 1: 123 Main Street
- Address Line 2: Apt 3b
- * City: Raleigh
- * County: Wake
- * State: North Carolina
- * Zip Code: 11111
- Email (Will allow you to access your vaccine information in the COVID-19 Vaccine Portal.): jonnyapples@mailinator.com
- Home Phone: (empty)
- Mobile Phone: (empty)
- * Date of Birth (MM/DD/YYYY): Apr 11, 2002
- * The best way to contact you: None
- * Race: White
- * Ethnicity: Not Hispanic or Latino
- * Gender: Male
- Preferred Language: English

*Providing a Language preference will not provide translated text/communication, except Spanish.

Please check all disabilities that apply to you:

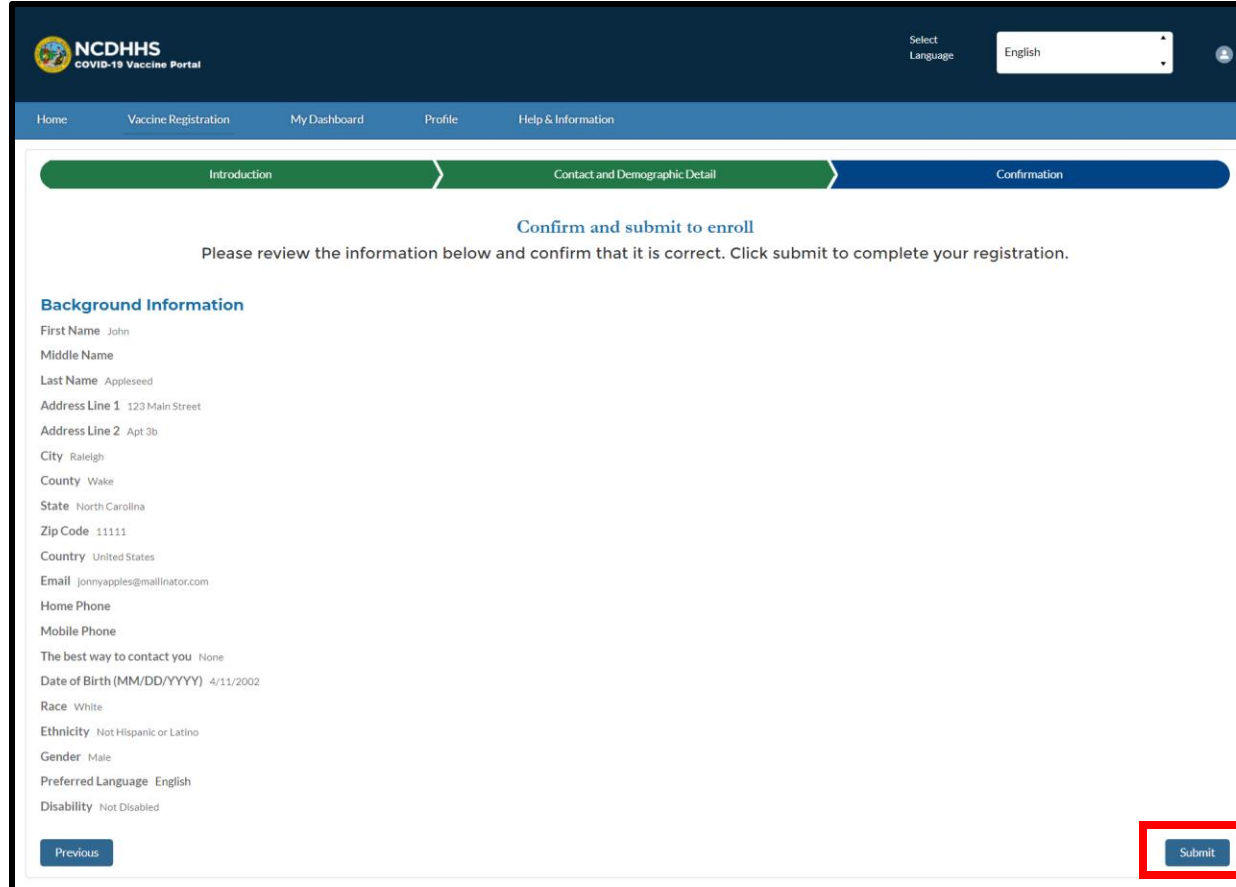
- ☒ Not Disabled
- ☐ Cancer
- ☐ Cognitive (Psychological or Psychiatric)
- ☐ Neurological
- ☐ Physical (Mobility)
- ☐ Respiratory
- ☐ Sensory (Vision or Hearing)
- ☐ Other (Please Specify)

A red box highlights the 'Next' button at the bottom right of the form.

Step 4 of 5: Confirm Your Background Information

REVIEW the information you entered before submitting the COVID-19 Vaccine Registration form.

1. If the information is correct, click **SUBMIT**
2. To make a change, click **PREVIOUS**




The screenshot shows the 'Confirmation' step of the COVID-19 Vaccine Registration process. The header includes the NCDHHS logo and a language selector set to 'English'. The navigation bar has links for Home, Vaccine Registration, My Dashboard, Profile, and Help & Information. A progress bar at the top indicates the current step is 'Confirmation', with 'Introduction' and 'Contact and Demographic Detail' as previous steps. The main heading is 'Confirm and submit to enroll', followed by the instruction: 'Please review the information below and confirm that it is correct. Click submit to complete your registration.' The 'Background Information' section lists the following details: First Name: John, Middle Name, Last Name: Applesseed, Address Line 1: 123 Main Street, Address Line 2: Apt 3b, City: Raleigh, County: Wake, State: North Carolina, Zip Code: 11111, Country: United States, Email: jonnyapples@mailinator.com, Home Phone, Mobile Phone, The best way to contact you: None, Date of Birth (MM/DD/YYYY): 4/11/2002, Race: White, Ethnicity: Not Hispanic or Latino, Gender: Male, Preferred Language: English, and Disability: Not Disabled. At the bottom, there are 'Previous' and 'Submit' buttons. The 'Submit' button is highlighted with a red rectangle.

Quick Tip:

You will be able to update most of this information after you submit the form.

Step 5 of 5: Confirmation of Completed Registration

REVIEW the confirmation of the COVID-19 Vaccine Registration.



Select Language

English

Home

Vaccine Registration

My Dashboard

Profile

Help & Information

Introduction

Contact and Demographic Detail

Confirmation

Your registration is complete

Thank you for completing the registration process. Please remember that registration does not mean that you are currently eligible to be vaccinated or that you have an appointment. A free COVID-19 vaccine will be available to all who want it, but supplies are currently limited. Get accurate information about COVID-19 vaccines at <https://covid19.ncdhhs.gov/findyourspot>.

[NC.GOV HOME](#)


[TRANSLATION DISCLAIMER](#)

[ACCESSIBILITY](#)

[TERMS OF USE](#)

[PRIVACY](#)

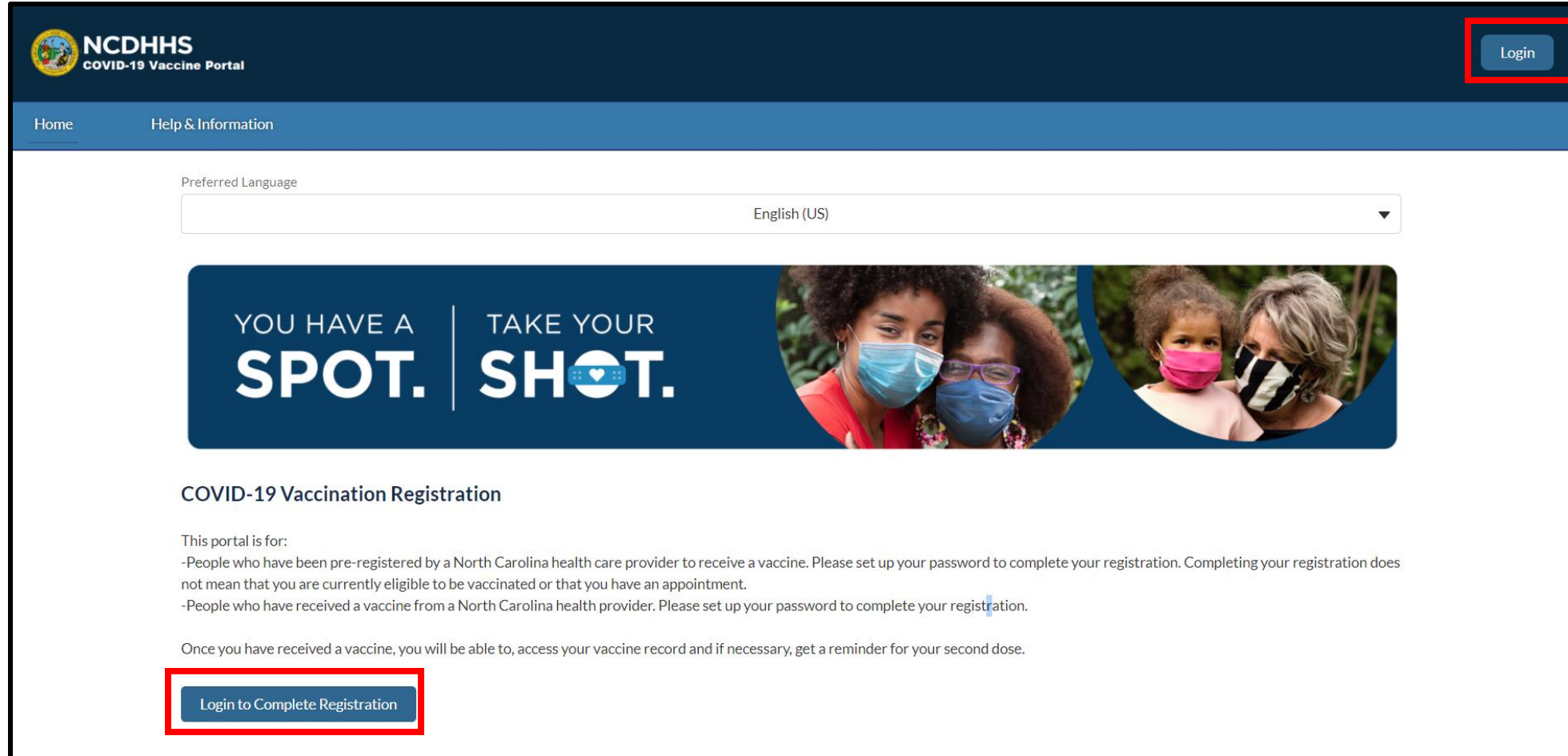
[OPEN BUDGET](#)



Manage Forgotten Username or Password

Step 1 of 6: Log on to the COVID-19 Vaccine Portal

1. From the Login screen, click **LOGIN TO COMPLETE REGISTRATION** or **LOGIN**
2. The Login page appears



The screenshot shows the NCDHHS COVID-19 Vaccine Portal. At the top left is the NCDHHS logo and the text "NCDHHS COVID-19 Vaccine Portal". At the top right, a "Login" button is highlighted with a red rectangle. Below the header is a navigation bar with "Home" and "Help & Information". A "Preferred Language" dropdown menu is set to "English (US)". Below this is a large banner with the text "YOU HAVE A SPOT. TAKE YOUR SHOT." and images of people wearing masks. Under the banner is the heading "COVID-19 Vaccination Registration". The text below explains the portal's purpose and lists two groups of eligible users. At the bottom, a "Login to Complete Registration" button is highlighted with a red rectangle.

NCDHHS
COVID-19 Vaccine Portal

Home Help & Information

Preferred Language
English (US)

YOU HAVE A SPOT. TAKE YOUR SHOT.

COVID-19 Vaccination Registration

This portal is for:

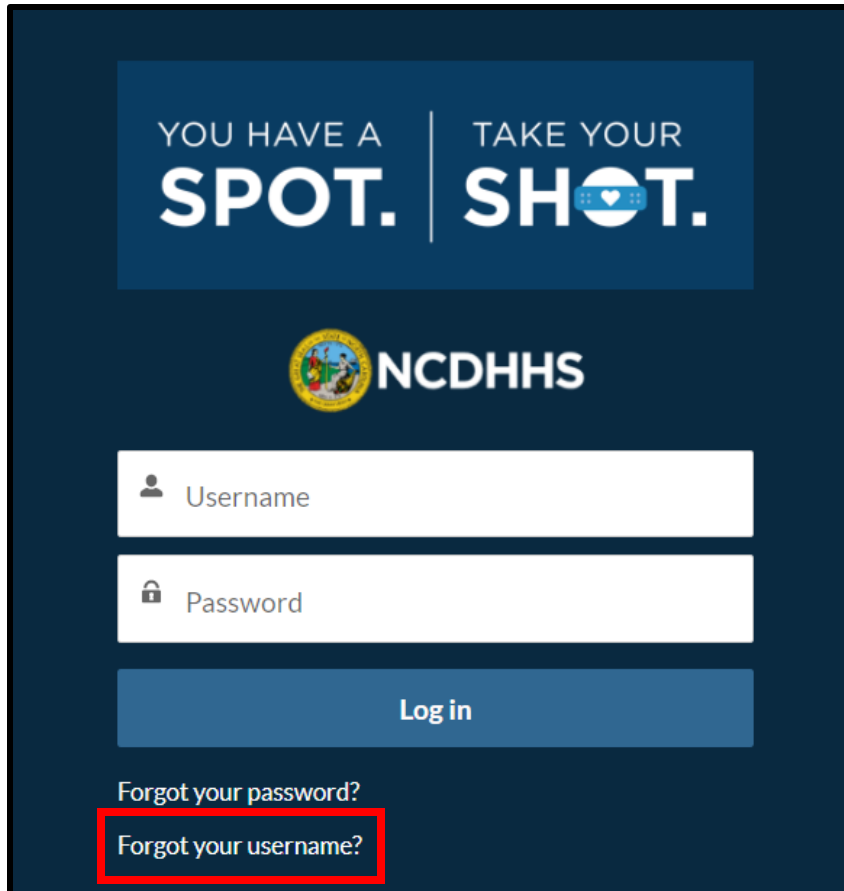
- People who have been pre-registered by a North Carolina health care provider to receive a vaccine. Please set up your password to complete your registration. Completing your registration does not mean that you are currently eligible to be vaccinated or that you have an appointment.
- People who have received a vaccine from a North Carolina health provider. Please set up your password to complete your registration.

Once you have received a vaccine, you will be able to, access your vaccine record and if necessary, get a reminder for your second dose.


Login to Complete Registration


Step 2 of 6: Retrieve a Forgotten Username (if necessary)


1. Click **FORGOT YOUR USERNAME?**
2. You will see the Find Username page. Enter the email address used to register for the COVID-19 Vaccine Portal.
3. Click **FIND USERNAME** and an email will be sent including your username for the COVID-19 Vaccine Portal.



YOU HAVE A **SPOT.** | TAKE YOUR **SHOT.**

 **NCDHHS**

 Username

 Password

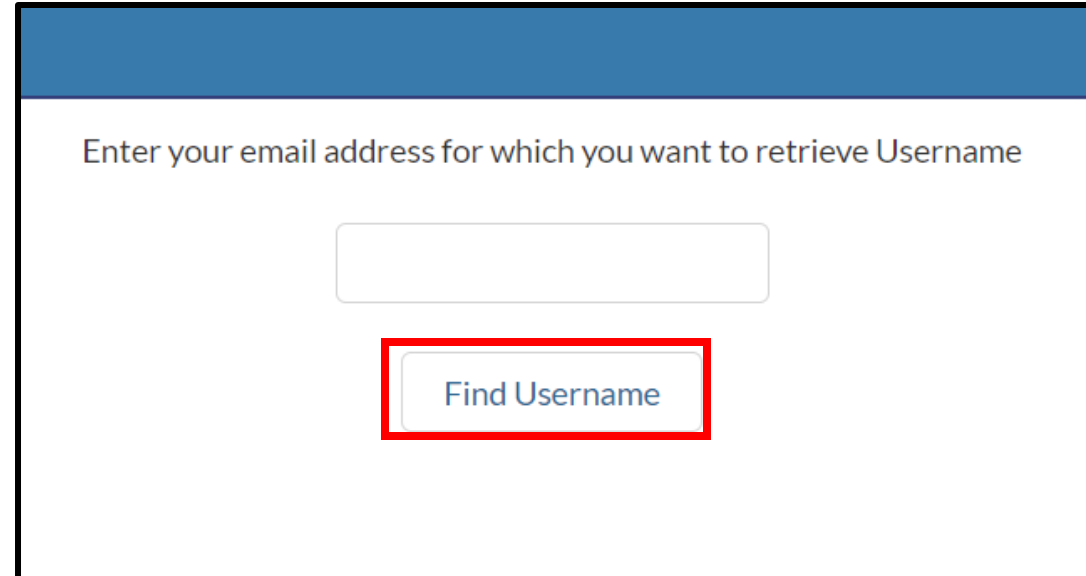
Log in

[Forgot your password?](#)

[Forgot your username?](#)

Quick Tip:

Your COVID-19 Vaccine Portal username is unique. It will have .covid19vaccine added to the end of the email address that was provided when your account was created.

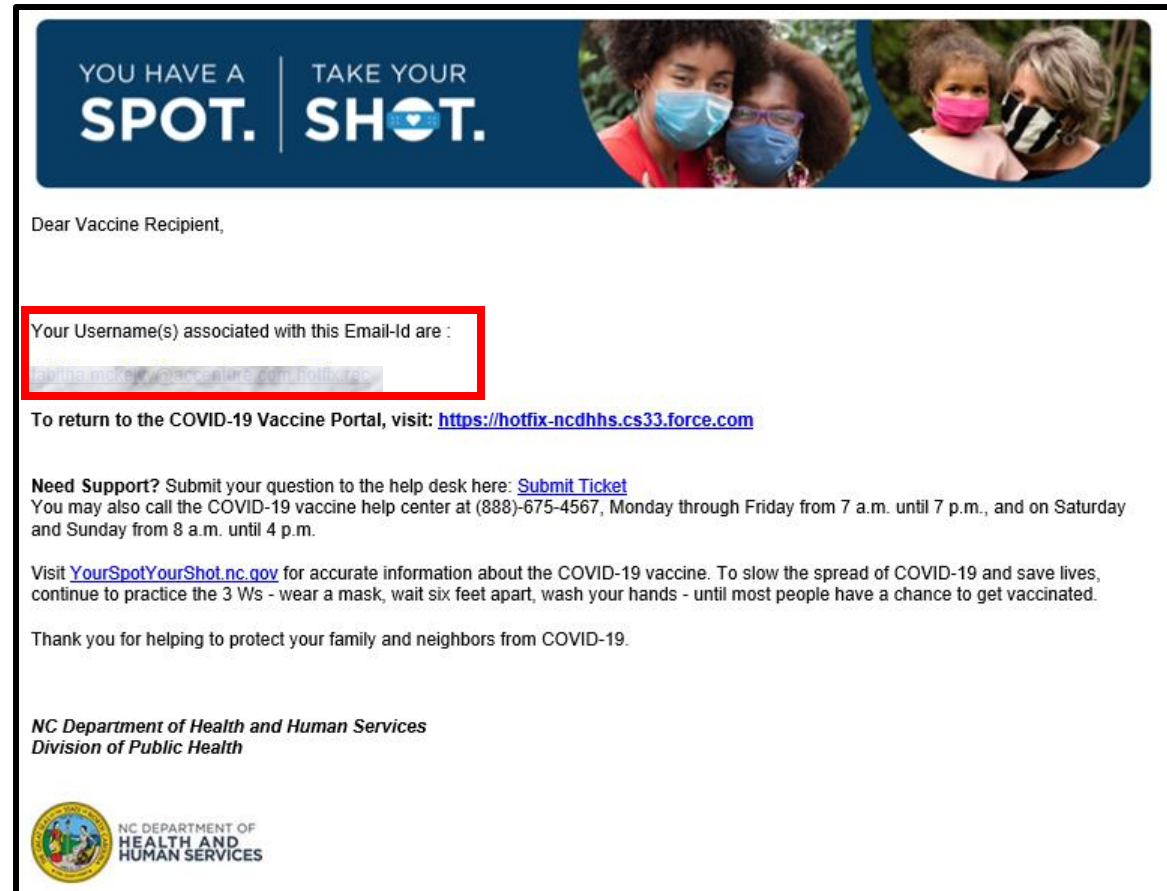


Enter your email address for which you want to retrieve Username

Find Username

Step 3 of 6: Check Your Email Inbox

- 1. CHECK YOUR EMAIL INBOX.** You will be sent an email from the COVID-19 Vaccine Portal with your username enclosed
NOTE: If the email address is not found in the COVID-19 Vaccine Portal, the email will state that a username was not found with the email address entered.
2. To return to the COVID-19 Vaccine Portal, click the COVID-19 Vaccine Portal link in the email.

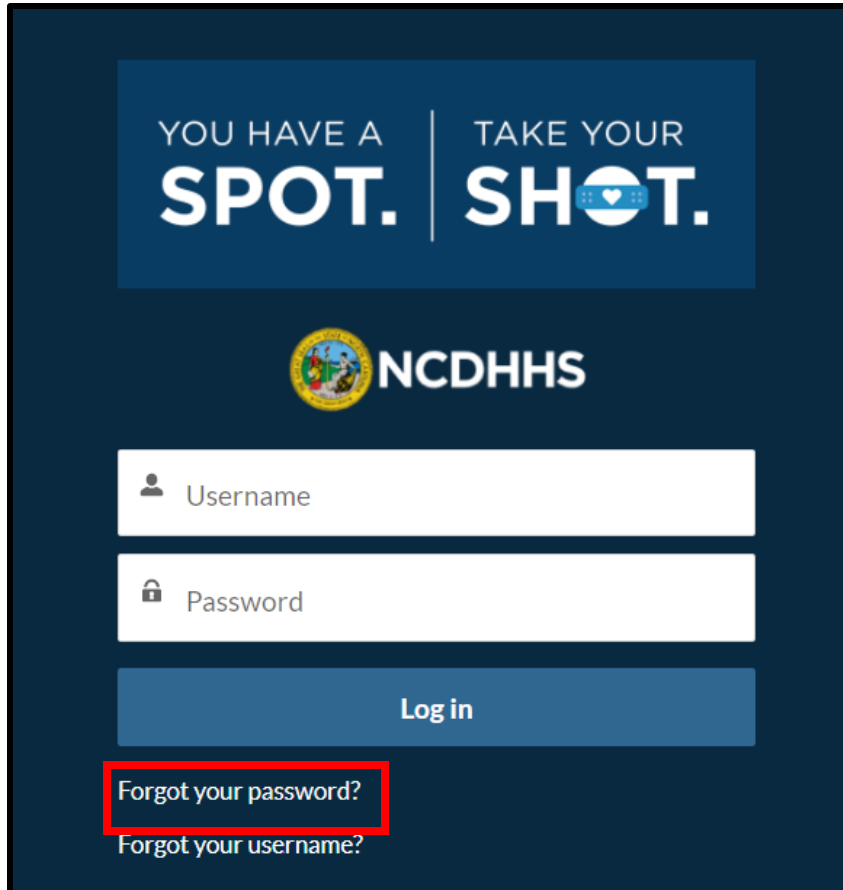


Step 4 of 6: Initiate the Password Reset (if necessary)

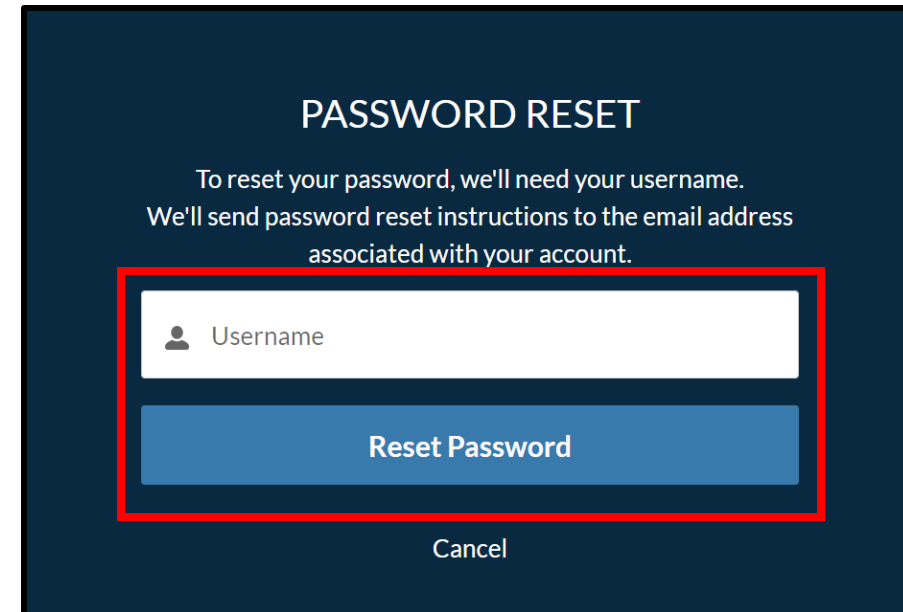
1. Click **FORGOT YOUR PASSWORD?**
2. You will see the Password Reset page. Enter your COVID-19 Vaccine Portal **USERNAME**
3. Click **RESET PASSWORD**

Quick Tip:

Your COVID-19 Vaccine Portal username is unique. It will have .covid19vaccine added to the end of the email address that was provided when your account was created.



The screenshot shows the NCDHHS login page. At the top, it says "YOU HAVE A SPOT. | TAKE YOUR SHOT." with a heart icon in the 'O' of SHOT. Below this is the NCDHHS logo. There are two input fields: "Username" and "Password". A blue "Log in" button is below the password field. At the bottom left, there are two links: "Forgot your password?" and "Forgot your username?". The "Forgot your password?" link is highlighted with a red rectangle.




The screenshot shows the "PASSWORD RESET" page. It says "To reset your password, we'll need your username. We'll send password reset instructions to the email address associated with your account." Below this is a "Username" input field and a blue "Reset Password" button. Both the input field and the button are highlighted with a red rectangle. At the bottom, there is a "Cancel" link.

Step 5 of 6: Check Your Email Inbox

1. **CHECK YOUR EMAIL INBOX.** You will be sent an email from the COVID-19 Vaccine Portal with a link to reset your password.
2. Open the Email. Click the **RESET PASSWORD LINK.**
3. The Reset Password page will appear.

YOU HAVE A
SPOT.

TAKE YOUR
SHOT.



Dear Recipient TestLast2100,

Your password was reset for the **COVID-19 Vaccine Portal**.

Please click on the link below to create your new password:
[Reset Password](#)


To return the COVID-19 Vaccine Portal, visit: <https://covid-vaccine-portal.ncdhhs.gov>

Need Support? Submit your question to the help desk here: [Submit Ticket](#)
You may also call the COVID-19 vaccine help center at (888)-675-4567, Monday through Friday from 7 a.m. until 7 p.m., and on Saturday and Sunday from 8 a.m. until 4 p.m.

Visit YourSpotYourShot.nc.gov for accurate information about the COVID-19 vaccine. To slow the spread of COVID-19 and save lives, continue to practice the 3 Ws - wear a mask, wait six feet apart, wash your hands - until most people have a chance to get vaccinated.

Thank you for helping to protect your family and neighbors from COVID-19.

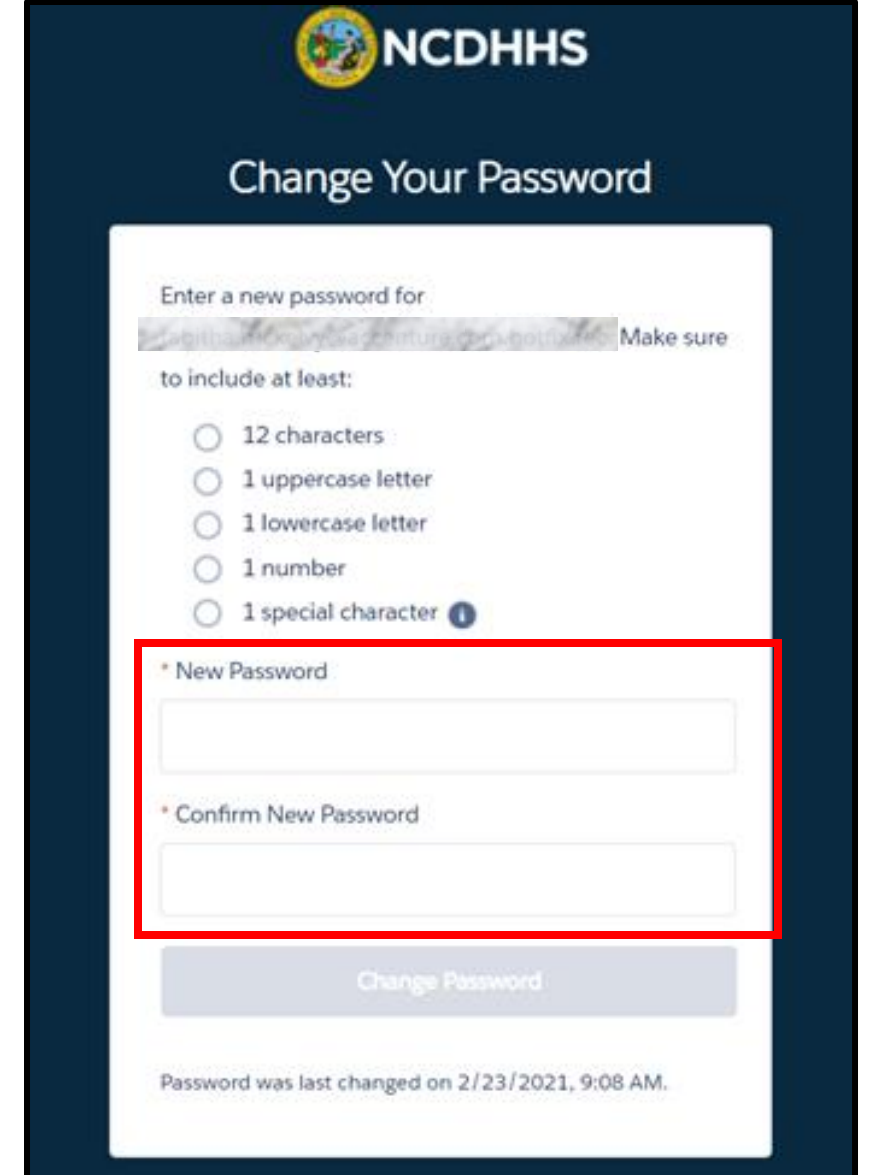
NC Department of Health and Human Services
Division of Public Health




NC DEPARTMENT OF
**HEALTH AND
HUMAN SERVICES**

Step 6 of 6: Enter your New Password

1. Enter a **NEW PASSWORD**. On this page, you will see Password Criteria. Your Password must meet the criteria.
2. **CONFIRM THE NEW PASSWORD**. Your password must match.
3. Click **CHANGE PASSWORD**.
4. You will be logged into the COVID-19 Vaccine Portal. You successfully reset your password!




 **NCDHHS**

Change Your Password

Enter a new password for

Make sure to include at least:

- ☐ 12 characters
- ☐ 1 uppercase letter
- ☐ 1 lowercase letter
- ☐ 1 number
- ☐ 1 special character 

* New Password

* Confirm New Password

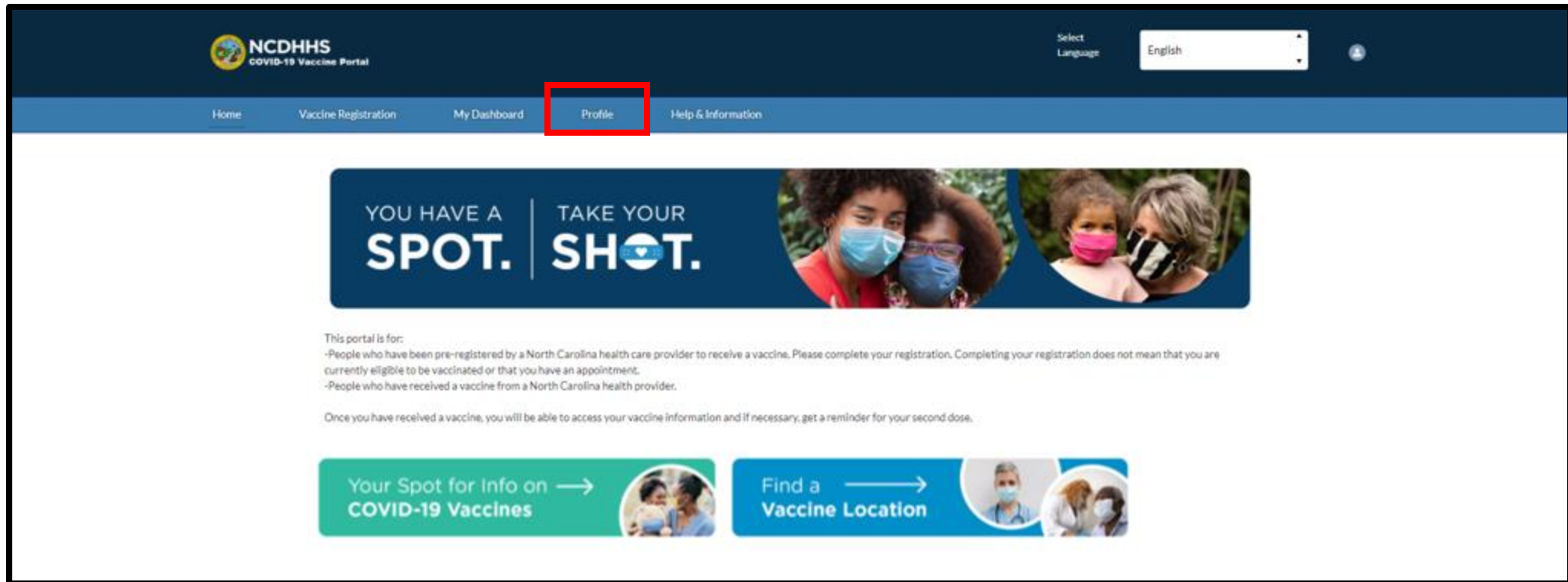
Password was last changed on 2/23/2021, 9:08 AM.

Update Personal Information

Step 1 of 3: Navigate to Profile

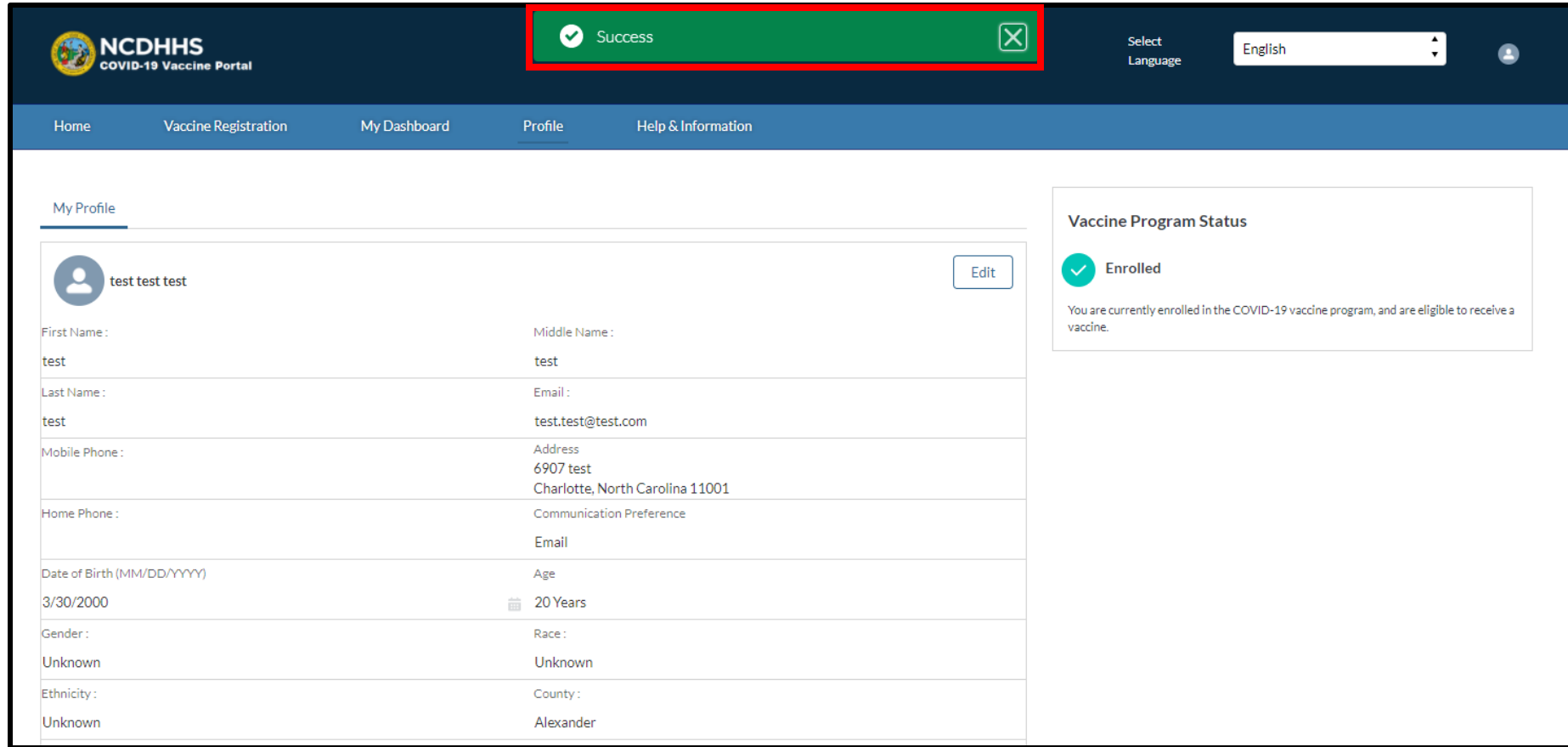
You will be able to **UPDATE YOUR PROFILE** in the COVID-19 Vaccine Portal.

1. From the home page, click **PROFILE**
2. You will be directed to your **PROFILE PAGE**





Step 3 of 3: View Updated Personal Information

After updating your personal information, the **SUCCESS** banner appears. Your updates were saved.



The screenshot displays the NCDHHS COVID-19 Vaccine Portal. A green success banner at the top center reads "Success" with a checkmark icon and a close button. The navigation bar includes links for Home, Vaccine Registration, My Dashboard, Profile (selected), and Help & Information. The user is logged in as "test test test". The profile section shows a table of personal information, and a "Vaccine Program Status" box indicates the user is "Enrolled".

My Profile	
 test test test	Edit
First Name :	Middle Name :
test	test
Last Name :	Email :
test	test.test@test.com
Mobile Phone :	Address
	6907 test
	Charlotte, North Carolina 11001
Home Phone :	Communication Preference
	Email
Date of Birth (MM/DD/YYYY)	Age
3/30/2000	20 Years
Gender :	Race :
Unknown	Unknown
Ethnicity :	County :
Unknown	Alexander

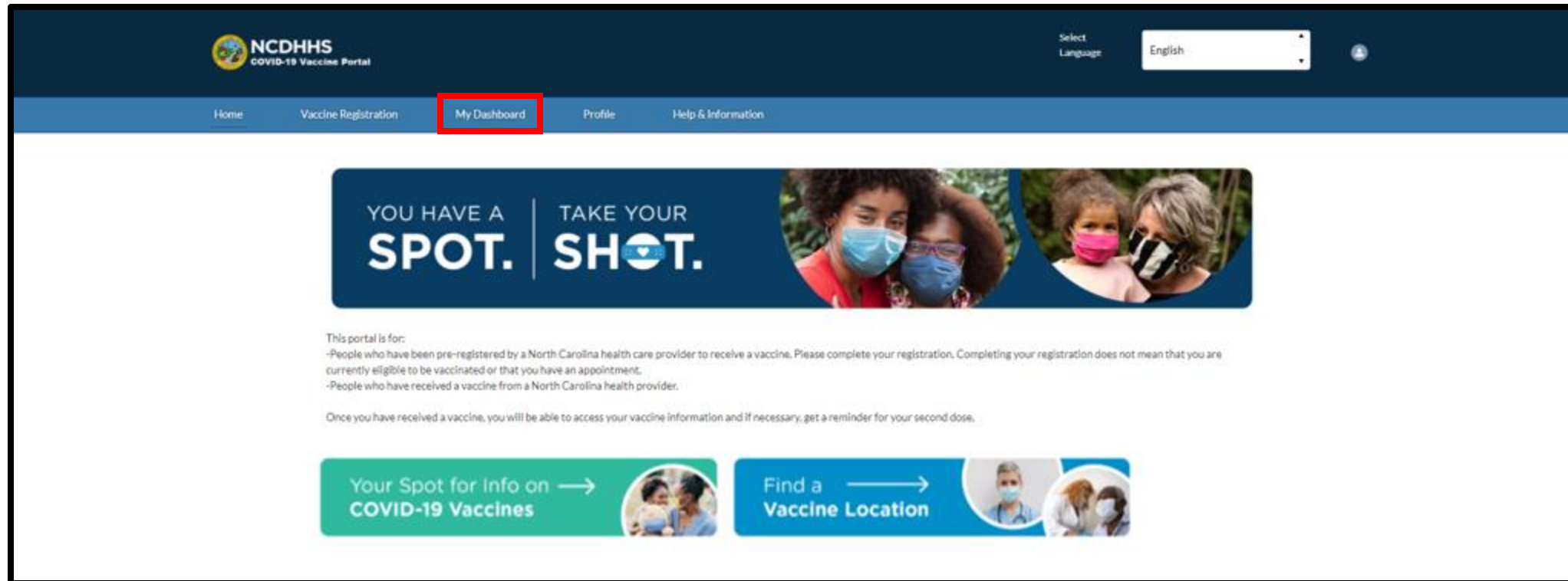
Vaccine Program Status
 **Enrolled**
You are currently enrolled in the COVID-19 vaccine program, and are eligible to receive a vaccine.

View and Download Vaccine Information

Step 1 of 2: Navigate to My Dashboard

Once you receive the COVID-19 vaccine (first dose, second dose, or both), you will be able to **VIEW YOUR VACCINATION INFORMATION** in the COVID-19 Vaccine Portal.

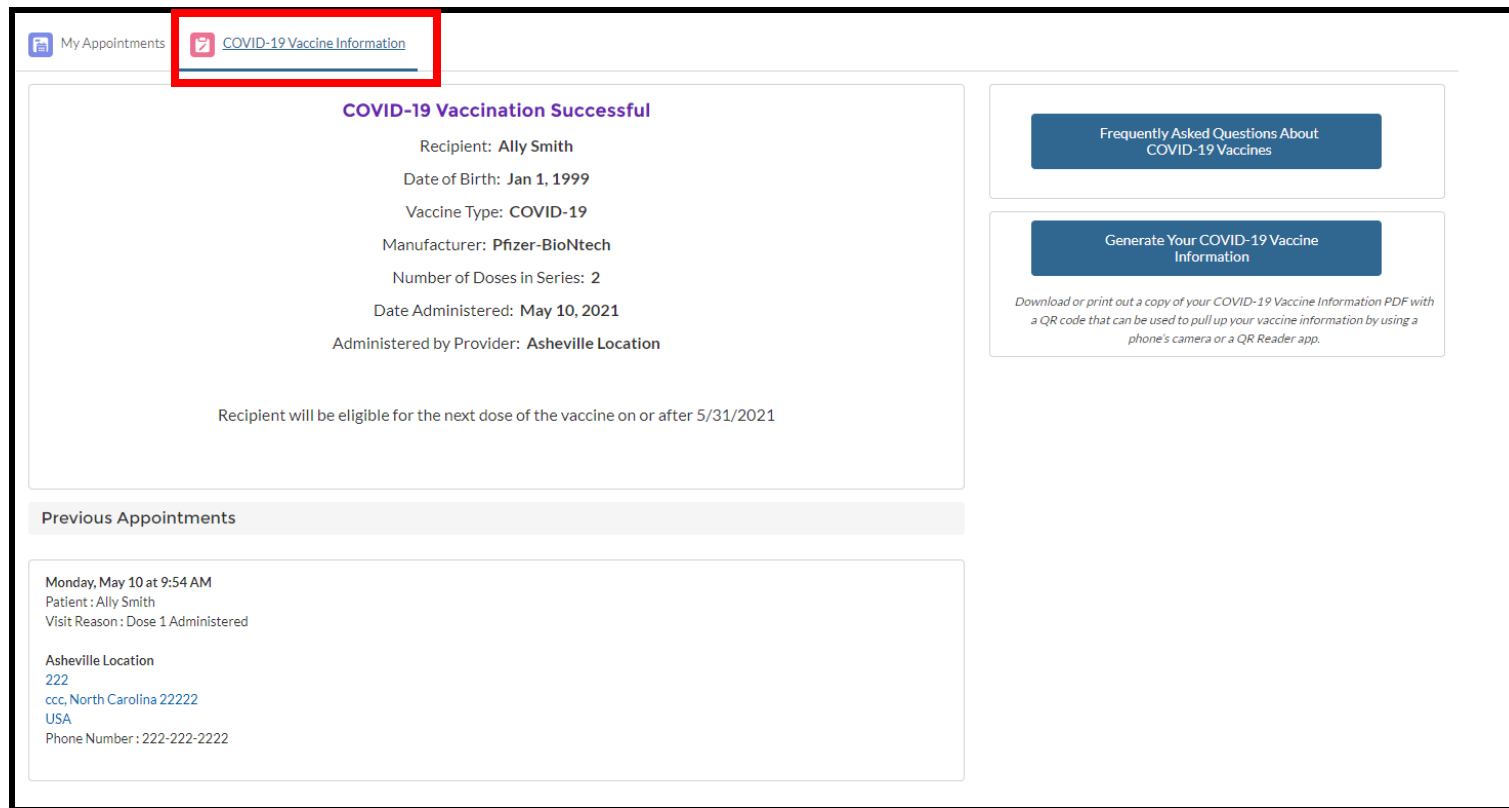
1. From the home page, click **MY DASHBOARD**. You will be directed to the **MY DASHBOARD PAGE**



Step 2 of 3: Navigate to COVID-19 Vaccine Information tab

On the **MY DASHBOARD** page, you can view your COVID-19 vaccine information under the **COVID-19 VACCINE INFORMATION** tab.

1. Click **COVID-19 VACCINE INFORMATION** tab
2. You will be directed to the **VACCINE INFORMATION PAGE**



The screenshot shows a web interface for COVID-19 vaccine information. At the top, there are two tabs: "My Appointments" and "COVID-19 Vaccine Information". The "COVID-19 Vaccine Information" tab is highlighted with a red box. Below the tabs, the main content area is titled "COVID-19 Vaccination Successful". It displays the following information: Recipient: Ally Smith, Date of Birth: Jan 1, 1999, Vaccine Type: COVID-19, Manufacturer: Pfizer-BioNtech, Number of Doses in Series: 2, Date Administered: May 10, 2021, and Administered by Provider: Asheville Location. Below this, it states "Recipient will be eligible for the next dose of the vaccine on or after 5/31/2021". To the right of the main content area, there are two blue buttons: "Frequently Asked Questions About COVID-19 Vaccines" and "Generate Your COVID-19 Vaccine Information". Below the "Generate Your COVID-19 Vaccine Information" button, there is a note: "Download or print out a copy of your COVID-19 Vaccine Information PDF with a QR code that can be used to pull up your vaccine information by using a phone's camera or a QR Reader app." At the bottom of the page, there is a section titled "Previous Appointments" which lists a single appointment: "Monday, May 10 at 9:54 AM", "Patient : Ally Smith", "Visit Reason : Dose 1 Administered", "Asheville Location", "222", "ccc, North Carolina 22222", "USA", and "Phone Number : 222-222-2222".

My Appointments **COVID-19 Vaccine Information**

COVID-19 Vaccination Successful

Recipient: Ally Smith
Date of Birth: Jan 1, 1999
Vaccine Type: COVID-19
Manufacturer: Pfizer-BioNtech
Number of Doses in Series: 2
Date Administered: May 10, 2021
Administered by Provider: Asheville Location

Recipient will be eligible for the next dose of the vaccine on or after 5/31/2021

Previous Appointments

Monday, May 10 at 9:54 AM
Patient : Ally Smith
Visit Reason : Dose 1 Administered

Asheville Location
222
ccc, North Carolina 22222
USA
Phone Number : 222-222-2222

Frequently Asked Questions About COVID-19 Vaccines

Generate Your COVID-19 Vaccine Information

Download or print out a copy of your COVID-19 Vaccine Information PDF with a QR code that can be used to pull up your vaccine information by using a phone's camera or a QR Reader app.

Step 3 of 3: Generate Vaccine Information PDF

If you need a copy of your vaccine information to use for various venues which may require COVID-19 vaccination for entry, there is an option to generate a PDF copy of your COVID-19 vaccine information.

1. Click **GENERATE VACCINE INFORMATION PDF** button (**NOTE:** the button will only appear once you have received a COVID-19 vaccine)
2. A PDF will open in a new tab, with a scannable QR code that includes the same information
3. Download or print the PDF as needed

NOTE: If you change the language to Spanish using the drop-down at the top of the screen, the PDF will generate in Spanish.

[My Appointments](#) [COVID-19 Vaccine Information](#)

COVID-19 Vaccination Successful
Recipient: Ally Smith
Date of Birth: Jan 1, 1999
Vaccine Type: COVID-19
Manufacturer: Pfizer-BioNtech
Number of Doses in Series: 2
Date Administered: May 10, 2021
Administered by Provider: Asheville Location

Recipient will be eligible for the next dose of the vaccine on or after 5/31/2021

[Frequently Asked Questions About COVID-19 Vaccines](#)
[Generate Your COVID-19 Vaccine Information](#)
Download or print out a copy of your COVID-19 Vaccine Information PDF with a QR code that can be used to pull up your vaccine information by using a phone's camera or a QR Reader app.

Previous Appointments

Monday, May 10 at 9:54 AM
Patient: Ally Smith
Visit Reason: Dose 1 Administered

Asheville Location
222
ccc, North Carolina 22222
USA
Phone Number: 222-222-2222


North Carolina COVID-19 Vaccination Information

Corey M. Smith
Date of Birth: 04/02/1980
Vaccination Information PDF Generated: 06/01/2021

COVID-19 Immunization History

Date Admin	Dose Number / Series	Vaccine Product / Manufacturer	Lot Number	Administered by
03/23/2021	1 of 1	Janssen Products, LP	123A12A	Mountain Hospital
04/28/2021		Pfizer-BioNtech	123A15B	Riverside Clinic
05/21/2021		Pfizer-BioNtech	123A18C	ABC Clinic

Administering Provider(s)
Dose 1 of 1 Janssen Products, LP
Mountain Hospital
123 Ridge Road
Asheville, NC 28608
Phone Number: 828-123-4567
Pfizer-BioNtech
Riverside Clinic
123 Broad Way
Asheville, NC 28608
Phone Number: 828-321-7654
Pfizer-BioNtech
ABC Clinic
123 Main Street
Asheville, NC 28608
Phone Number: 828-321-7654

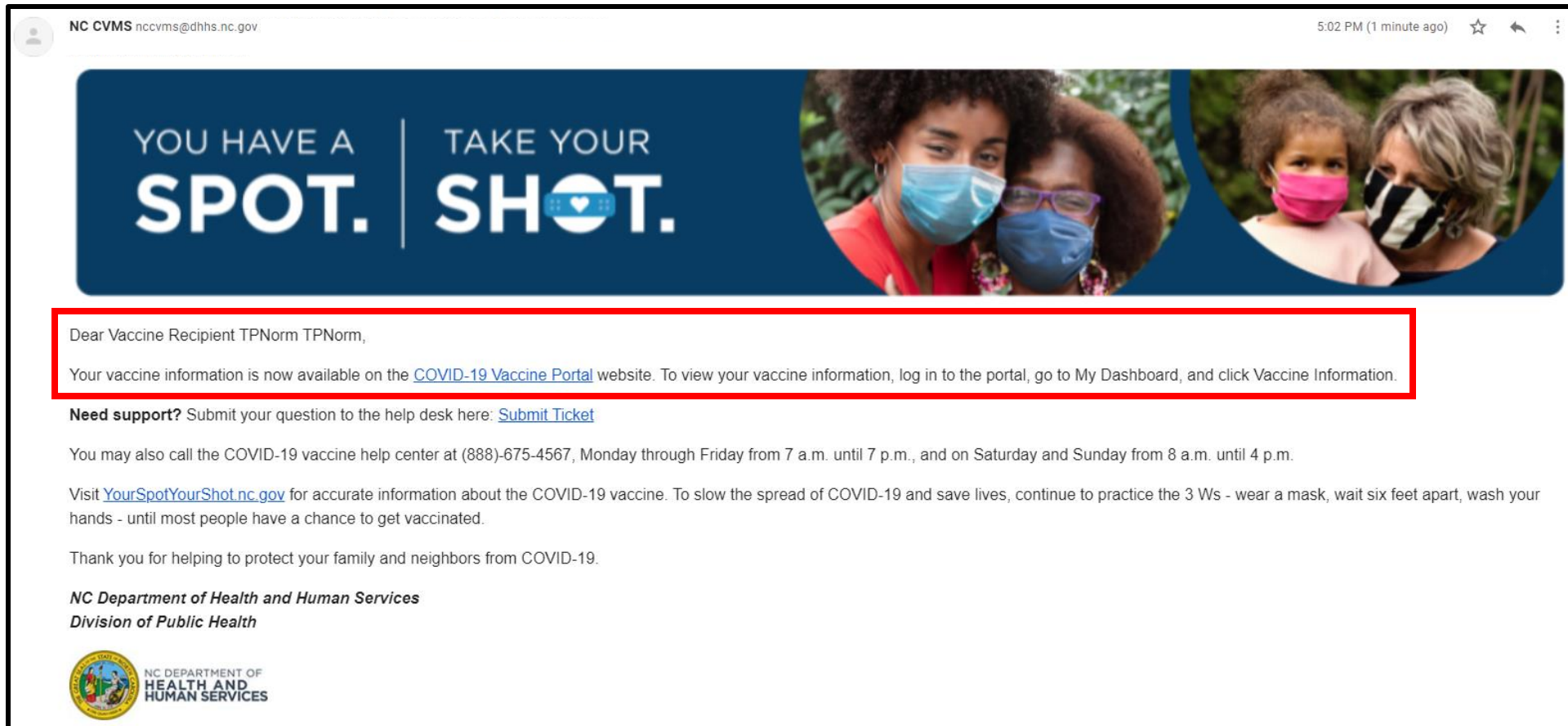
Scan the QR Code provided below


COVID-19 vaccine information contained within this document was generated from the NC COVID-19 Vaccine Management System (CVMS). This document contains confidential health information and is intended for the vaccine recipient's use only.

Vaccine Information

Once you receive the first dose and / or second dose of the COVID-19 vaccine, an email will be sent to the email address in your profile in the COVID-19 Vaccine Portal (if any). This email will inform you how to view your vaccine information within the COVID-19 Vaccine Portal.

This email will be sent from the Vaccine Management System at nccvms@dhhs.nc.gov.



Receive Reminders for your Second Dose Appointment

Post-Vaccine Administration Reminders (if necessary)

You will be sent **SECOND DOSE REMINDER NOTIFICATIONS** after you received your first dose (if applicable). Please be mindful of the timing requirements for the second dose and make an appointment with your provider if they did not already do so during your first dose vaccination appointment.

1. The first reminder is sent **24 HOURS** after your first dose is entered into the COVID-19 Vaccine Management System (CVMS) by the vaccinating provider
2. The second reminder is sent **ONE WEEK AFTER** the first dose is administered.

You also will be sent a **NOTIFICATION** informing you of your **PROOF OF VACCINATION**. This will be automatically generated for you.

IF YOUR VACCINE REQUIRES A BOOSTER DOSE, another notification should be sent to you with more information.

NOTE: COVID-19 Vaccination Record cards should be provided to you after you receive your vaccine.

You can request your Provider to share a completed vaccination record card with important information about the COVID-19 vaccine you received (i.e., vaccine manufacturer, lot number, date of first dose administration, and second dose due date (if applicable)).

Quick Tip:

Take a picture of the vaccination record card you receive from your Provider to help keep track of the second dose due date.

Appendix

Additional Notes

Support Information:

- All questions should be directed to the COVID-19 Vaccine Help Center at **(888) 675-4567**

Supported Web Browsers:

- Please use the latest version of Chrome, Edge Chromium, Firefox, or Safari browsers to access the COVID-19 Vaccine Portal
- Note: Internet Explorer and older versions of Edge (non-Chromium) browsers are not supported

User Guide Change Log

Version	Date of Change	Changes Made	Author
1	12/10/2020	• Original document	Azalea Troche
2	12/21/2020	• Registering is optional, COVID-19 Vaccine Registration Updates, how to reset the password	Azalea Troche
3	01/14/2021	<ul style="list-style-type: none"> • Update email notification for COVID-19 Vaccine Portal Account registration • Updated COVID-19 Vaccine Registration • Updated Branding • Date of Birth label change 	Azalea Troche Tabitha McKelvy
4	01/19/2021	• Included the email a recipient will receive after receiving a dose	Courtney Seward
5	01/28/2021	• Updated branding on Priority Tier Grouping	Steve DiGangi
6	02/05/2021	• Removed any mention of the covid-help email	Courtney Seward
7	02/10/2021	• Remove Tribal question	Tabitha McKelvy
8	02/23/2021	• Update document to include all changes from Portal rebranding	Tabitha McKelvy
9	03/01/2021	• Update second dose reminder slide to reflect option for one dose	Tabitha McKelvy
10	03/04/2021	• Update entire presentation to align with new branding and priority tiering logic	Tabitha McKelvy Kechia Scott
11	3/8/2021	• Middle name field added – updated screenshots	Tabitha McKelvy
12	3/8/2021	• Updated welcome email to not include directions regarding receiving vaccine group	Tabitha McKelvy
13	4/14/2021	• Update slides to align with Group 5 eligibility enablement, new fields for disability and preferred language, updated self-attestation	Tabitha McKelvy
14	5/17/2021	<ul style="list-style-type: none"> • Added ability for Recipients to generate PDF Vaccine Information • Added note about Recipients no longer editing name/date of birth • Updated branding regarding Vaccine Information 	Steve DiGangi
15	6/13/2021	<ul style="list-style-type: none"> • Updated screenshots to display the new text above email field • Updated FAQ Button branding • Added note about no email found during 'Forgot Username?' process 	Steve DiGangi
16	6/30/2021	<ul style="list-style-type: none"> • Updated branding for registration • Updated references for vaccines.gov and Find Your Spot 	Steve DiGangi
17	7/22/2021	• Updated screenshots to display updates to homepage, registration, and Vaccine Information PDF	Kaitlin Gates
18	8/26/2021	• Updated and added new section for new first-time log in procedure (challenge questions)	Kaitlin Gates
19	9/16/2021	• 39: Booster dose text update	Kaitlin Gates